



TOWN OF BLYTHEWOOD JOB DESCRIPTION

Job Title:	Recycling and Sustainability Coordinator	Job Category:	
Department/Group:	Recycling	Job Code/ Req#:	
Location:	Blythewood Town Hall	Travel Required:	Minimal
Level/Salary Range:	Entry Level One Year \$10-15/hr	Position Type:	Part-Time (20-30 hrs weekly) Flexible
HR Contact:	Otisha L. Robinson	Date posted:	June 15, 2011
Will Train Applicant(s):	Yes	Posting Expires:	July 8, 2011
External posting URL:			
Internal posting URL:	www.townofblythewoodsc.gov		
Applications Accepted By:			
Fax or E-mail: Fax: (803) 754-0563 Email: robinsono@townofblythewoodsc.gov Subject Line: Recycling Social Marketing Coordinator Position Attention: Otisha L. Robinson Please attach Resume and Cover Letter Application is on town's website.		Mail: Otisha L. Robinson Human Resources Manager PO Box 1004 Blythewood, SC 29016	
Job Description			
Job Purpose: Markets recycling program by developing and implementing environmental, social marketing and advertising strategies; tracking recycling data; producing and maintaining promotional materials inventory; planning meetings; maintaining databases; preparing reports.			
Duties: <ul style="list-style-type: none"> • Implements marketing and advertising campaigns by assembling and analyzing recycling efforts; preparing marketing and advertising strategies, plans, and objectives; planning and organizing promotional presentations; updating calendars. • Prepares marketing reports by collecting, analyzing, and summarizing recycling data. • Keeps promotional materials ready by coordinating requirements with graphics department; inventorying stock; placing orders; verifying receipt. • Supports town's residents by providing data, market trends, and forecasts on the future of recycling. • Researches recycling trends and benefits by identifying opportunities and threats, and evaluating total social marketing characteristics, and advertising; maintaining research databases. 			



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- Establish a working relationship with governmental and non-profits within the midlands area. Make weekly checks of Blythewood recycling drop off site. Implement recycling and other energy saving practices at local events.
- Work with school officials and teachers to increase recycling at local schools.
- Consult with businesses on best recycling practices.
- Implement grant-funded projects, monitoring and reporting progress in accordance with sponsoring agency requirements.
- Investigate violations of solid waste or recycling ordinances.
- Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Assist in grant research and application for Town sustainability efforts.
- Any other sustainable project related duties.

Skills/Qualifications:

- Direct Marketing, Public Relations, Environmental Projects, Marketing Research, Coordination, Project Management, Researching and Reporting Research Results, Understanding the Customer, Process Improvement, Initiative, Planning, Financial Skills for small budgets. Must be computer literate and able to work Microsoft Office applications, Adobe Photoshop, and basic GIS software.
- Must be an excellent writer and possess excellent verbal and personal skills.
- Must be a self starter and require limited supervision.
- Community organization experience necessary.

Expectations:

Must be professional, self-motivated individual who can plan, develop, implement, and evaluate programs. Basic grant writing experience preferred.

Reviewed By:	John Perry, Town Administrator	Date:	June 15, 2011
Approved By:	Anna Lange, Sustainability Coordinator	Date:	June 15, 2011
Last Updated By:	Otisha Robinson, HR Manager	Date/Time:	June 15, 2011